CHARLES COUNTY GOVERNMENT **RECORDS MANAGEMENT DIVISION** RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule N	0.	-83	"
Page 1	of	2	

Agency	
CHARLES COUNT	TY GOVERNMENT

Division/Unit CHARLES COUNTY COMMISSIONERS

CHARLES GOOTH (GOVERNMENT)					
Item No.	Description	Retention			
1	GENERAL CORRESPONDENCE Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all correspondence of the Commissioners' Office	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department. Transfer periodically to the MD State Archives.			
2	TIME AND ATTENDANCE Files may contain some or all of the following: leave requests, comptime request, weekly timesheets, etc.	Retain for 3 years, then destroy.			
3	PROJECT FILES Contains copies of contracts, contract amendments, change orders, studies, correspondence	Retain until project is complete plus five years and until all audit requirements have been met, then destroy.			
4	FISCAL YEAR BUDGETS Budget expenditure files for departments, tracking of expenses, invoices, purchase orders, check request, etc.	Retain for 3 years, then destroy.			
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Schedule Approved by Department, Agency, or Division Representative Date

Signature /

Typed Name Hugene T. Lauer
Title County Administrator

Schedule Authorized by State Archivist

Date JUN 2 2 1998
Signature Shoul C. Paperfor h

CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C-83/

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Page 2 of 2

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
COUNTY COMMISSIONERS

	ES COUNTY GOVERNMENT COUNTY C		
Item No.	Description	Retention	
5	BOND SALE FILES	Retain for the life of the Bond and until all audit require-	
٠.	Contains transcripts of County Bond Sales	ments have been fulfilled, then destroy.	
6	MINUTES	Permanent. Periodically forward to the	
	Permanent Record of Meetings of the County Commissioners	Md. State Archives	
7	MINUTES INDEX	Permanent. Forward to State Archives	
	Catalog for researching events, approvals actions at County Commissioner Meetings from 1974 to current	with Minutes	
8	RESOLUTIONS, ORDINANCES, PROCLAMATIONS		
•	Resolutions implementing official actions of the Board of County Commissioners; Ordinances implementing legislative acts.	Permanent. Transfer periodically to State Archives.	
	Proclamations proclaiming special events, persons	Retain for five years, then destroy.	
9	READING FILE	Retain for one year, then	
	Copies of all outgoing correspondence for County Commissioners Office	destroy.	
10	MAIL LOG	Retain for one year, then destroy.	
	Log of all incoming mail addressed to the County Commissioners or President of the Board.		

Instructions Type or print a			AGENCY RECORDS INVENTORY	
separate form for each new or revised record series.			Page <u>1</u> of <u>7</u>	
1. Department/Agency Charles County Government	2. Division County Commis	sioners Office	3. Unit/Program	!
	cords normally filed and us	sed as a unit for reference	ce as well as retention & disposition purposes.	
4. Record Series Title			5. Earliest Year / Latest Year 1980 to 1998	1
General Correspondence			1500 1550	i I
6. Record Series Description (Briefly describe the types of information/docu	ments/forms found in the s	series. Include the purpo	ose or function of the series.)	:
Incoming mail and responses, invitation	ons, inter-office memo	randums.		1
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 7 Number	
x Letter Size Microfilm	Alpha	abetical	x File Drawer(s) Microfilm Reel(s)	
x Legal Size Computer	Tape x Nume	erical	Computer Tape(s)	
Bound Book Floppy Dis	sk Chro	nological	x Other (specify) Storage Boxes	
Audio Tape Video Tap			10. Annual 2 Accumulation Number	
Other (specify)	Other (specify)		x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is used: x Daily x Weekly x Mor	nthly	31	es inactive after ho(s) _5Year(s)	1
13. Current Location(s) (Buildin	g, Floor, Room)	14. Is record se	eries duplicated elsewhere?	i !
Commissiones' Wing, County Govern	ment Bldg.	Yes x	No (If yes, specify agency or office)	
15. Access Restrictions		16. Audit Requirements None		
Yes x No (If yes, cite law(s) and regulation(s))		State	Federal x Independent County	
17. Is an index system used?		18. Recommen		
x Yes No (If yes, explain briefly and describe any hardware/software) Numerical on WP		Review annually and destroy material having no further value		
			·	17.
19. Name and Title of Preparer Shirley Gore	20. Telephone Nun	mber	21. Date April 1, 1998	
Title Clerk to County Commissioners	301-645-0554			

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Turnaninka			AGENCY RECORDS INVENTORY		
Instructions Type or print a separate form for each new or			AGENCT RECORDS INVENTOR		
revised record series.			Page 2 of 7		
1. Department/Agency Charles County Government	2. Division County Commis	sioners Office	3. Unit/Program		
DEFINITION Record Series a group of related re	ecords normally filed and u	sed as a unit for reference	be as well as retention & disposition purposes 5. Earliest Year / Latest Year		
4. Record Series Title Project Files			1970 to 1998		
Record Series Description (Briefly describe the types of information/doc	uments/forms found in the	series Include the purpo	se or function of the series)		
Contracts, change orders, amendmen	ts intor office mamors	andume on status of i	projects		
Community on angle or acres, annual and					
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 7 Number		
x Letter Size Microfilm	Alpha	abetical	x File Drawer(s)		
x Legal Size Compute	r Tono	orion	Microfilm Reel(s) Computer Tape(s)		
x Legal Size Compute	ter Tape x Numerical		x Other (specify)		
Bound Book Floppy D	Disk Chronological		Storage Boxes		
Audio Tape Video Ta	ape Geographical		10. Annual 2 Accumulation Number		
Other (specify)	Other (specify)		x File Drawer(s)		
			Microfilm Reel(s)		
			Other (specify)		
11. File is used:		12 File become	es inactive after		
x Daily x Weekly x Mo	onthly	Month			
	ng, Floor, Room)		ries duplicated elsewhere?		
Commissiones' Wing, County Govern	iment Bldg.	x Yes No (If yes, specify agency or office At initiating Department level			
15. Access Restrictions	15. Access Restrictions 16. Au		rements None		
Yes No (If yes, cite law(s) and regulation(s))		State Federal x Independent County			
17. Is an index system used?		18. Recommended retention			
x Yes No (If yes, explain briefly and describe any hardware/software)		Life of project plus 5 years			
Numerical on WP		project plus	- ,		
19. Name and Title of Preparer	20. Telephone Nur	nber	21. Date		
Shirley Gore	•		April 1, 1998		
Title	301-645-055	54			
Clerk to County Commissioners			<u> </u>		

Instructions Type or print a			AGENCY RECORDS INVENTORY
separate form for each new or revised record series.			Page 3 of 7
1. Department/Agency Charles County Government	2. Division County Commiss	sioners Office	3. Unit/Program
•			
DEFINITION: Record Series: a group of related re-	cords normally filed and us	sed as a unit for reference	
4. Record Series Title Bond Sale Transcripts			5. Earliest Year / Latest Year 1982 to 1998
Bond Sale Transcripts	·		1702 10 1770
Record Series Description (Briefly describe the types of information/documents)	ments/forms found in the s	series. Include the purpo	se or function of the series.)
Copies of all documents relating the bo authorizing Resolutions	ond sale, public notice	of sale, award of sal	e of bonds,
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 7 Number
x Letter Size Microfilm	Alpha	betical	x File Drawer(s)
	_		Microfilm Reel(s)
x Legal Size Computer	ter Tape x Numerical		Computer Tape(s) Other (specify)
Bound Book Floppy Dis	Disk Chronological		Carlet (Speedily)
Audio Tape Video Tap			10. Annual 2 Accumulation Number
Cthor (anality)			File Drawer(e)
Other (specify)	Other (specify)		x File Drawer(s) Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
11. File is used:		12. File become	es inactive after
x Daily x Weekly x Mor	nthly	Month	
	g, Floor, Room)	14. Is record series duplicated elsewhere?	
Commissiones' Wing, County Government Bldg.		x Yes x No (If yes, specify agency or office At initiating Department level	
15. Access Restrictions	·	16. Audit Requirements None	
Yes x No (If yes, cite law(s) and regulation(s))		State Federal x Independent County	
17. Is an index system used? x Yes No		18. Recommended retention	
(If yes, explain briefly and describe any hardware/software) Numerical on WP		Life of bond	•
19. Name and Title of Preparer	20. Telephone Nun	nber	21. Date
Shirley Gore			April 1, 1998
Title	301-645-055	54	
Clerk to County Commissioners			

Instructions Type or print a separate form for each new or			AGENCY RECORDS INVENTORY
revised record series.			Page <u>4</u> of <u>7</u>
1. Department/Agency Charles County Government	2. Division County Commissioners Office		3. Unit/Program
DEFINITION: Record Series: a group of related rec	cords normally filed and us	sed as a unit for reference	ce as well as retention & disposition purposes.
4. Record Series Title Minutes			5. Earliest Year / Latest Year 1800's to 1998
Record Series Description (Briefly describe the types of information/documents)			
Minutes of official meetings of the Cou	nty Commissioners, N	Minutes Index since 1	1974
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume
x Letter Size Microfilm		abetical	Number File Drawer(s)
x Legal Size Computer	Tape Nume	erical	Microfilm Reel(s) Computer Tape(s)
Bound Book x Floppy Dis			x Other (specify) Storage oo
Audio Tape Video Tap	ape Geographical		10. Annual 3 Accumulation Number
x Other (specify)	x Other (specify)		x File Drawer(s)
3x5 cards			Microfilm Reel(s) Computer Tape(s) Other (specify)
11. File is used:		12. File become	os inactivo after
	nthly	Month	
13. Current Location(s) (Building	g, Floor, Room)	14. Is record se	ries duplicated elsewhere?
Commissiones' Wing, County Government Bldg.		Yes x No (If yes, specify agency or office At initiating Department level	
15. Access Restrictions		16. Audit Requi	rements None
Yes x No (If yes, cite law(s) and regulation(s))		State Federal x Independent County	
17. Is an index system used? x Yes No		18. Recommended retention	
(If yes, explain briefly and describe any hardw			
Alphabetically, by subject on 3x5 card By date on floppy disk	S		
19. Name and Title of Preparer	20 Tolonhono Num	mber	21 Date
·	20. Telephone Nun	IIDEI	21. Date
Shirley Gore	204 045 055	= A	April 1, 1998
Title	301-645-055	D 4	
Clerk to County Commissioners			

Instructions Type or print a			AGENCY RECORDS INVENTORY
separate form for each new or revised record series.			Page <u>5</u> of <u>7</u>
1. Department/Agency Charles County Government	2. Division County Commis		3. Unit/Program
DEFINITION. Record Series a group of related i	records normally filed and u	sed as a unit for reference	ce as well as retention & disposition purposes
4. Record Series Title Resolutions/Ordinances/Procla	mations		5. Earliest Year / Latest Year 1968 to 1998
6. Record Series Description (Briefly describe the types of information/doc	cuments/forms found in the	series Include the purpo	ose or function of the series)
Ordinances, Proclamations, Resolution	ons enacted by the Cou	nty Commissione	ers
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 1 Number
x Letter Size Microfilm	Alpha	abetical	x File Drawer(s) Microfilm Reel(s)
x Legal Size Compute	er Tape Numerical		Computer Tape(s) Other (specify)
Bound Book Floppy D	Disk xx Chro	nological	Storage oo
Audio Tape Video Ta	ape Geographical		Accumulation Number
x Other (specify)	Other (specify)		x File Drawer(s) Microfilm Reel(s)
			Computer Tape(s) Other (specify)
AA File was de		40 Ella h	
11. File is used: Daily x Weekly Mo	onthly	Month	es inactive after n(s)Year(s)
13. Current Location(s) (Buildi	ing, Floor, Room)	14. Is record se	ries duplicated elsewhere?
Commissiones' Wing, County Government Bldg.		Yes x	No (If yes, specify agency or office) Department level
15. Access Restrictions		16. Audit Requi	rements None
Yes x No (If yes, cite law(s) and regulation(s))		State	Federal x Independent
17. Is an index system used?		18. Recommended retention	
x Yes No (If yes, explain briefly and describe any hard	tware/software\		•
New file established each year, document by number	· ·		, , ,
19. Name and Title of Preparer	20. Telephone Nur	nber	21. Date
Shirley Gore	20 5.500.10.10		April 1, 1998
Title	301-645-055	54	1
Clark to County Commissioners	î .		

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Instructions Type or print a			AGENCY RECORDS INVENTORY		
separate form for each new or revised record series.			Page <u>6</u> of <u>7</u>		
1. Department/Agency Charles County Government	2. Division County Commiss	sioners Office	3. Unit/Program		
DEFINITION: Record Series: a group of related i	records normally filed and us	ed as a unit for reference	ce as well as retention & disposition purposes.		
4. Record Series Title Reading File			5. Earliest Year / Latest Year 1996 to 1998		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)					
Copies on all outgoing correspondent	ce				
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 1 Number		
x Letter Size Microfilm		betical	x File Drawer(s) Microfilm Reel(s)		
Legal Size Compute Bound Book Floppy D		erical nological	Computer Tape(s) Other (specify) Storage oo		
Audio Tape Video Ta		raphical	10. Annual Accumulation Nu 1		
x Other (specify)	Othe	r (specify)	x File Drawer(s) Microfilm Reel(s)		
			Computer Tape(s) Other (specify)		
11. File is used: x Daily x Weekly Meaning	onthly	12. File become Month	es inactive after n(s)Year(s)		
13. Current Location(s) (Building, Floor, Room) Commissiones' Wing, County Government Bldg.		Yes x	eries duplicated elsewhere? No (If yes, specify agency or office) Department level		
15. Access Restrictions Yes x No (If yes, cite law)	(s) and regulation(s))	16. Audit Requi	rements None Federal x Independent		
17. Is an index system used?		18. Recommen	County		
Yes x No (If yes, explain briefly and describe any hardware/software)					
19. Name and Title of Preparer Shirley Gore	20. Telephone Nun		21. Date April 1, 1998		
 	Title 301-645-0554 Clerk to County Commissioners				

Instructions Type or print a separate form for each new or			AGENCY RECORDS INVENTORY
revised record series			Page <u>7</u> of7
1 Department/Agency	2 Division		3 Unit/Program
1 Department/Agency Charles County Government	County Commis	sioners Office	3 Only Togram
DEFINITION Record Series a group of related	records normally filed and us	sed as a unit for referen	ce as well as retention & disposition purposes
4 Record Series Title Mail Log			5 Earliest Year / Latest Year 1997 to 1998
6 Record Series Description			
(Briefly describe the types of information/do	cuments/forms found in the	series Include the purpo	ose or function of the series)
Incoming Mail, Inter-Office Mail			
7 Boord Sorios Format(s)	9 Pagerd S	orios Soguenos	9 Volume 1
7 Record Series Format(s)	o Record Se	eries Sequence	Number
x Letter Size Microfilm	n Alpha	abetical	x File Drawer(s)
			Microfilm Reel(s)
Legal Size Compute	er Tape Nume	erical	Computer Tape(s)
			Other (specify)
Bound Book Floppy [Disk <u>xx</u> Chro	nological	Storage oo
Audio Tape Video Ta	ape Geographical		10 Annual Accumulation Nu 1
Addio Tape Video Ta	ape Geog	grapriicai	Accumulation Nu I
Other (specify)	Othe	er (specify)	x File Drawer(s)
	Galler (openly)		Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
11 File is used		12 File become	es inactive after
	onthly	Mont	
[]	ortany		104.(0)
	ling, Floor, Room)	14 Is record series duplicated elsewhere?	
Commissiones' Wing, County Gover	nment Bldg.	Yes x No (If yes specify agency or office)	
		At initiating	Department level
15 Access Restrictions		16 Audit Pegu	irements None
i — —	(s) and regulation(s))	16 Audit Requirements None	
	· · · · · · · · · · · · · · · · · · ·	State Federal x Independent	
		County	
17 Is an index system used?		18 Recommended retention	
Yes x No	d		
(If yes explain briefly and describe any han	oware/sonware)		
19 Name and Title of Preparer	20 Telephone Nur	nber	21 Date
Shirley Gore			April 1, 1998
Title	301-645-055	54	-
Clerk to County Commissioners			